

<b>TITLE:</b>	<b>Police Officer</b>	<b>GRADE:</b>	<u>29</u>
		<b>JOB CODE:</b>	7720
<b>PREPARED:</b>	September 2013	<b>FLSA:</b>	Non-Exempt
<b>UPDATED:</b>	February 2017	<b>REVISION #:</b>	

**Summary:** Under direct supervision, patrols the Town, responds to crime and accident scenes, emergency situations; apprehends and arrests criminals and enforces the laws of the Town.

**Distinguishing Characteristics:** This is an entry level position involving general duty work; receives assignments and instructions from higher ranking officers; handles traffic control and may make investigation of crimes. Rotating shift schedules are required. This position reports to the Patrol Sergeant.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Enforces local, state and federal laws, and compliance to regulations, policies and procedures.
- Patrols assigned area of the Town, observes conditions and activities of which there may be potential or actual harm to persons or property, disruption of public order, or any other violation of the law.
- Identify criminal offenders and criminal activity, and where appropriate apprehend offenders and participate in subsequent court proceedings.
- Responds to observed or reported suspected or actual harmful or illegal conditions or activities.
- Reduce the opportunities for the commission of crime through preventative patrol and other measures.
- Prepares descriptive reports and provides testimony about potentially suspected, or actually harmful or illegal conditions or activities and actions taken in response to such conditions or activities for use by the department or other agencies.
- Apprehends felony and misdemeanor traffic and criminal violators, issues, citations, warnings and testing and booking offenders. Transports prisoners to jail.
- Collects and preserves evidence, assures security at crime scenes, interviews and takes detailed statements from witnesses and suspects.
- Attends and participates in a variety of training programs. Conducts law enforcement training programs within the community.
- Assists in the reenactment and investigation of traffic accidents.
- Provides first aid and CPR procedures as necessary.
- Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS

### Required Knowledge and Skills:

- Knowledge of department policies and procedures, rules of evidence, current law enforcement techniques and procedures, and criminal and traffic codes.
- Knowledge of town, state and federal laws, regulations and ordinances.

- Knowledge of the criminal justice and court systems, procedures and protocols in the State of Arizona.
- Knowledge of investigative and interrogative procedures; and techniques and protocols for observation and memorization of critical details.
- Knowledge of rules of evidence and laws of search and seizure.
- Knowledge of interpersonal skills using tact, and diplomacy.
- Knowledge of hazardous chemicals and materials, first aid and CPR.
- Skill in the care, maintenance and safe operation of firearms and impact weapons.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in working independently or as a team member.
- Skill in interpreting and applying rules, regulations, policies and procedures.
- Skill in communicating with violators and mediating difficult situations.
- Skill in operating motor vehicles during emergency, high-risk situations.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in establishing and maintaining effective working relationships with co-workers and the public; providing effective customer service, and dealing tactfully and courteously with the public.
- Skill in operating a personal computer and software applications with speed and accuracy not limited to word processing, spreadsheets, data base software, copy machine, scanner.
- Skill in communicating clearly and concisely, both verbally and in writing.

**Education, Experience, Certifications and Licenses:**

- High school diploma or equivalent GED certificate.
- Ability to obtain Certified Arizona Peace Officer (AZPOST) designation within six (6) months of employment.
- Must possess a State of Arizona Driver's license, and clear criminal record.

**Environmental Factors and Conditions/Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required

- Work is performed in an external environment with exposure to inclement weather, and varying temperatures as well as an office environment as needed.
- Subject to physical harm such as dangerous vehicles, gunshots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- Required to physically restrain persons.
- Subject to extended periods of intense concentration in review of crime scenes, investigations and preparing law enforcement reports.
- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting heavy objects (up to 50 pounds) such as gun belts, equipment, suspects, files, and evidence.